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**FIRE FACT NO. 065 CHECKLIST(s) :**  
**TITLE : CERTIFICATE OF OCCUPANCY**  
**CHECKLIST ITEM(s) :**  
**REFERENCE(s) : K.A.R. 22-1-3**  
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The Kansas State Fire Marshal regulates the construction and maintenance of exits, fire alarms and fire suppression equipment in occupied structures. The Kansas State Fire Marshal currently focuses on vulnerable occupancies of the young, old, and secured. This includes hospitals, nursing homes, residential board and care, child care for over 12 children, schools, and detention facilities. The 1997 Uniform Building and Fire Codes have been implemented through revisions of the Kansas Administrative Regulation 22-1-3. Both of these require testing documentation to be completed and filed with the Kansas State Fire Marshal or the authority having jurisdiction concerning sprinkler and fire alarm systems.

The policy is as follows:

**No new structure will receive KSFM acceptance for LICENSURE or OCCUPANCY without:**

- 1.) Each facility establishing a single point contact for correspondence to the Kansas State Fire Marshal. All correspondence and plan submittal of the following information shall be through this single point of contact with a letter of transmittal describing the contents of the submittal.
- 2.) Submittal of an approved code footprint as described by the Kansas State Fire Marshal.
- 3.) Submission of the following to the Kansas State Fire Marshal:
  - a) plans of any provided fire alarm system bearing the seal of a Kansas-licensed engineer with knowledge in fire alarm systems or a stamp of an individual holding certification from independent testing agencies such as NICET.
  - b) and a CERTIFICATE OF COMPLETION (SEE 1997 UNIFORM FIRE CODE, SECTION 1- 7.1).
- 4.) Submission of the following to the Kansas State Fire Marshal:
  - a) plans of any provided automatic fire suppression system bearing the seal of a Kansas-licensed engineer with knowledge in automatic fire sprinkler systems or a stamp of an individual holding certification from independent testing agencies such as NICET.
  - b) a copy of CONTRACTORS MATERIAL AND TEST CERTIFICATES (SEE 1997 UNIFORM BUILDING CODE, CHAPTER 8).

A sample certificate of occupancy follows:



## Kansas State Fire Marshal Prevention Division

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### **Certificate of Occupancy** **As Issued By the Kansas State Fire Marshal's Office**

Facility:

Building:

KIDS Number

Address:

City, ST, Zip

Phone:

Fax:

Name of Single Point Contact:

Address:

City, ST, Zip

Phone:

Fax:

Submitted

Accepted by KSFM  
Representative

Date

Applicable Requirements

Single Point Contact Information

Approved Code Footprint

Fire Alarm Plans

Certificate of Completion

Sprinkler Plans

Contractors Material and Test Certificates

COMMENTS:

Reviewed By:

Date:

Acceptance Letter Sent By:

Date: